

The Church Historical Society

The archives and library of the Church Historical Society serve the Episcopal Church by preserving all official documents and papers of the General Convention and its commissions, committees, agencies and boards, and of the Executive Council. In addition, they contain valuable materials in the form of the unpublished papers of bishops, other clergy, lay persons, and voluntary associations which have given leadership and direction to the Church throughout its history.

The collection is an indispensable resource of knowledge of the life and mission of the Church. Dr. Nelle Bellamy is the Archivist.

The Board of the Church Historical Society, at the request of the General Convention, has assumed responsibility for the care and management of the archives and its library.

The Society also publishes a quarterly *Historical Magazine* which makes available studies of the history of the Church and its achievements, as well as inventories of the archives. The editor is the Rev. Dr. John F. Woolverton.

The General Convention, through its budget, supports the archives. The Historical Society assumes fiscal responsibility for the *Historical Magazine*.

MEMBERSHIP

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Bishop of West Texas, *President of the Board*
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The Rev. John F. Woolverton
The Rev. J. Barrett Miller
Dr. Nelle Bellamy

REPORT OF THE ARCHIVIST

I. Canonical status

The 66th General Convention of the Episcopal Church took the following actions concerning the Archives:

“TITLE I CANON 1

Sec. 5. The General Convention shall designate a repository for its Archives, those of the Executive Council, and other historical records connected with the life and development of the Episcopal Church and shall provide financial support to arrange, label, index, and put them in order, and to provide for the safekeeping of the same in some fireproof, accessible place of deposit and to hold the same under such regulations as the General Convention may, from time to time, provide.

Sec. 6(a). The House of Deputies, upon the nomination of the House of Bishops, shall elect a Presbyter, to be known as the Registrar of the General Convention, whose duty it shall be to receive all journals, files, papers, reports, and other documents or articles that are, or shall become, the property of either House of the General Convention, and to transmit the same to the Archives of the Church as prescribed by the Archivist."

And this resolution:

"*Resolved*, the House of _____ concurring, That the Historical Society of the Episcopal Church shall be the custodian of the Archives of the Episcopal Church and the Board of the Society shall be the Board of the Archives. This Board shall report to the General Convention according to General Convention procedures on the funds received from the General Convention for the custodianship of the Archives."

II. Staff and building

The Archives staff consists of four full-time members. They are:

V. Nelle Bellamy, Ph.D., Archivist of the Episcopal Church
Elinor S. Hearn, Archivist/Librarian
Ernest Black Ellis, Archivist/Historian
May Lofgreen, Assistant for Administration

This is a dedicated, competent staff with historical, archival, and administrative skills. The Archivist is keenly aware of their varied contributions to the archival and historical tasks of the Episcopal Church.

The Archives occupies the second floor of the Library of the Episcopal Theological Seminary of the Southwest, approximately 8,000 square feet. It is the guest of the Seminary of the Southwest, paying neither rent nor utilities. The \$4,800 given to the Seminary in 1984 can only be seen as a token Thank-you for this substantial contribution to the Archives and the General Convention. If the General Convention paid the normal rent for such facilities in Austin at this time, it would be at least \$80,000 annually.

III. Statistics for 1982-1984

A. *Researchers*

The regular staff has answered 672 mail research requests and made 213 referrals to other depositories; 127 researchers have used the records; 66 were engaged in small research projects, including 31 students and faculty of the Seminary of the Southwest; 61 researchers were involved in substantial projects.

B. *Use of records*

Statistics of materials used by researchers: 652 books and pamphlets, 1,132 volumes or boxes of periodicals and series, 170 biographical files and private papers boxes, 1,582 diocesan journals, 831 record group boxes, and 34 boxes of photographs or audio-visual materials.

IV. Accessions: Received and processed

A. *Accessions received*

Received in November 1982 were 73 file drawer transfer cases and 4 cartons of records from the Offices of the Executive Council and General Convention: 38 file drawers of refugee records, 18 file drawers of National

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Commission on Hispanic Affairs records, 2 file drawers of Ministry in Higher Education records, 2 file drawers of Christian Social Relations records, 1 file drawer of Black Ministries records, 2 file drawers of Lay Ministry records, 1 file drawer of Youth Ministry records, 2 file drawers of Overseas and Domestic Missionaries personnel records, 2 file drawers of Finance records, 1 file drawer of China records, 2 file drawers of triennial records, 2 file drawers of Presiding Bishop's records, and 4 cartons from Avis Harvey, Sherrill Resource Center.

Received in December 1983 were 50 file drawer transfer cases, 12 cartons, 3 wooden cases, 1 envelope and 1 folder of records from the Offices of the Executive Council and General Convention: 3 file drawers of Communications records, 1 file drawer of Executive Council dockets, 4 file drawers of UTO records, 5 file drawers of National Council on Indian Work records, 2 file drawers of Administration records, 7 file drawers of Communications Audio-Visual records, 1 file drawer of Overseas Department, Overseas Summer Training Program records, 5 file drawers from the Sherrill Resource Center, 3 file drawers of Christian Ministries records, 2 file drawers of General Convention records, 6 file drawers of Program records, 6 file drawers of Ecumenical Office records, 1 file drawer of Personnel records, 1 file drawer of Presiding Bishop's diocesan records, 2 file drawers of Registrar's records—consecration documentation, 1 file drawer of Communications records—photographs and obituaries, 1 file drawer of Laymen's Work scrapbooks, 3 wooden cases and one folder of Registrar's records—consecration certificates, 4 cartons from the Sherrill Resource Center, 4 cartons of Health and Human Affairs records, 2 cartons of building plans, maps, etc., 1 carton of diocesan journals, 1 carton of Executive Council minutes, 1 carton of Registrar's records—(deposition and inhibition documents).

Other notable accessions received in this triennium include: Minutes of the National Council/Executive Council 1948-1984 on microfilm, multiple cartons of audio-visual materials from Communications/Radio-TV, Hunger Program records from National Mission in Church and Society, records of the Secretary of the House of Bishops, Committee records of the Committee on Canons of the House of Deputies, Annual Reports of The Church Pension Fund (1966-1983), records of the Program Committee on Evangelism from the Evangelism Ministries Office, Presiding Bishop's records, Hankow Newsletters (1919-1925) and the Hankow Flood Review (1931), copies of the records of the Ecclesiastical Court of the Diocese of Washington and the Court of Review of the Fifth Province (records pertaining to the ecclesiastical trials of the Rev. William A. Wendt and the Rev. L. Peter Beebe, placed in the Archives by Llewellyn C. Thomas), private papers of the Rev. and Mrs. Hunter M. Lewis from their years of service in the Tohoku Diocese, Japan 1932-1940, private papers of the Rt. Rev. Norman S. Binsted, private papers of the Rt. Rev. John B. Mosley from his years of membership in the Episcopal Urban Bishops Coalition (1977-1980), private papers of Helen Smith Shoemaker, private papers of John L. Coe, private papers of James J. Halsema, private papers of Clifford P. Morehouse, private papers of the Rt. Rev. Reginald Heber Gooden (27 diaries covering his years as the Bishop of Panama, (1945-1971), private papers of the Rev. Helen Havens, private papers of the Rt. Rev. A. Ervine Swift, records of the Society for Preservation and Encouragement of Arts and Knowledge of the Church, proceedings of the Convention of the Episcopal Conference of the Deaf (1977-1983), records of the Episcopal Historiographers (1968-81), list of all the mission buildings designed and built by J. Van Wie Bergamini, mission architect for the Episcopal Church, 2 framed portrait photographs of Julia Chester Emery and Mary Abbot Emery Twing, study by CRW Management Services on how the Episcopal Church selects its bishops (done for the Committee on Pastoral Development of the House of Bishops), 91 reels of audio-tape of the 66th General Convention (September 9-20, 1979), the John B. Morris file of records of the Episcopal Society for Cultural and Racial Unity (1958-1968), a manuscript sermon of the Rt. Rev. George Washington Freeman (including a record of when and where preached, 1837-1851), microfilm of the contents of The Episcopal Chest, Scottish Record Office, Edinburgh, Scotland (Seabury documents).

The Archives has as usual acquired books and periodicals, church annuals and clerical directories, parish histories, Forward Movement publications, diocesan journals and periodicals and many additions to private paper collections and official records. All items received in the Archives are recorded in our accessions book.

B. Accessions processed

RG 25—PECUSA, Washington (Diocese) and PECUSA, Ohio (Diocese). Copies of the records of the Ecclesiastical Court of the Diocese of Washington and the Court of Review of the Fifth Province; records pertaining to the ecclesiastical trials of the Rev. William A. Wendt and the Rev. L. Peter Beebe. 1 document box.

RG 30—Private papers of Maurice Eldred Votaw, 1922-1949 and 1976-1977. 1 records box.

RG 86—Private papers of the Rt. Rev. John Torok (1890-1955), 1888-1956. 2 records boxes and 1 oversize document box.

RG 87—PECUSA. General Convention. The records of the General Convention Special Program, 1965-1974. (A reorganization of, and additions to, the records of the GCSP). 27 records boxes, 2 document boxes.

RG 91—Private papers of Norman Spencer Binsted, 1923-1963. 2 document boxes.

RG 96—Private papers of Mary Abbot Emery (Mrs. A. T. Twing), Julia Chester Emery, and other family members, 1840-(1862-1922)-1980. 5 document boxes.

RG 127—Private papers of the Rev. Norman B. Godfrey (1902-), 1950-1958, 1981. Records from his years of service in Okinawa. 2 document boxes.

RG 128—PECUSA. Executive (National) Council. Records of the Overseas Relations/Overseas Department/Department of Foreign Missions/Department of Missions and Church Extension: Foreign Division, 1923-(1952-69)-71. 7 records boxes.

- RG 129—PECUSA.* Executive Council. Records of the Committee on the Observance of the Nation's Bicentennial, 1973-1976. 1 records box and 1 document box.
- RG 130—PECUSA.* Executive Council. Records of World Mission in Church and Society: United Thank Offering Office, 1965-1973. 7 records boxes and 1 document box.
- RG 131—PECUSA.* Woman's Auxiliary to the National Council. Records of the Bishop Tuttle School, 1922-1943. 1 records box and 1 document box.
- RG 132—PECUSA.* Executive Council. Unit for Service to Dioceses. Records of the Executive Officer for Liaison and Coordination with the Committee for Women and Cognate Groups, 1968-1970. 1 records box.
- RG 133—*Private papers of the Rt. Rev. John B. Mosley from his membership in the Episcopal Urban Bishops Coalition, 1977-1980. 1 document box.
- RG 134—*The Records of the Girls' Friendly Society of the United States of America, 1879-1969. 4 records boxes and 1 document box.
- RG 135—PECUSA.* National Council. Department of Finance. China correspondence. Correspondence with Arthur Jones Allen, 1941-1951, and with the Bank of China, 1941-1944. 2 document boxes.
- RG 136—PECUSA.* National Council (Domestic and Foreign Missionary Society). China records 1845-1951. Records supplemental to RG 64. 4 document boxes.
- RG 137—*Private papers of William Cox Pope, 1840-1917, 1935-1965. 4 document boxes.
- RG 138—*Private papers of Francis Lister Hawks Pott, 1835, 1883-1947. 9 document boxes.
- RG 139—PECUSA.* Executive (National) Council. Committee on World Relief and Inter-Church Aid/Committee on World Relief and Church Cooperation, 1952-1967. 2 document boxes.
- RG 140—PECUSA.* Executive (National) Council. Minutes 1948-1978. Microfilm. 37 rolls.
- RG 141—*Private papers of Frederick Rogers Graves, 1880-1940, 1947, 1950, 1961. 5 document boxes.
- RG 142—*Private papers of John L. Coe, 1927-1934. 1 document box.
- RG 144—PECUSA.* Executive (National) Council. Jurisdictional Relations/Experimental and Specialized Services/Christian Social Relations. Refugee records 1950-(1960-1970)-1974. Microfilm. 24 rolls.
- RG 143—*Private papers of Katherine Putnam (1899-), 1917-1950, 1971. 1 document box.
- RG 145—PECUSA.* Executive Council. Communications Office: Audio-tapes of the 66th General Convention, Sept. 9-20, 1979. 90 reels of audio-tape.
- RG 146—PECUSA.* Executive Council. Communications records: Film. This is an accumulating record group.
- RG 147—*Private papers of the Rev. Wilford Lawrence Hoopes (1863-1945), 1902-1906. 1 document box.
- RG 148—*Private papers of Agnes Mahony (ca. 1858- ?), 1903-1919. 1 document box.
- RG 149—*Private papers of Edna Eastwood, 1925-1942. 1 document box.
- RG 150—PECUSA.* National Council. Architectural drawings, 1938-1962 (many undated). 369 items. 1 map case drawer.
- RG 151—PECUSA.* Executive (National) Council. Christian Social Relations records 1925-(1958-1968)-1973. 1 records box and 2 document boxes.
- RG 152—PECUSA.* Executive (National) Council. General Division of Women's Work records, 1923-1968. 1 records box and 1 document box.
- RG 153—PECUSA.* Executive Council. Program Functions: Co-ordinator for Lay Ministries, 1970-1973. 1 records box.
- RG 154—*Private papers of the Rt. Rev. Reginald Heber Gooden (1910-), 1945-1971. Official diaries as the Bishop of Panama and the Canal Zone. 1 records box.
- RG 155—*Archives of the Missionary Diocese of Panama (Missionary District of the Panama Canal Zone, Missionary District of Panama and the Canal Zone) 1909-(1945-1978)-1982. 12 records boxes and 1 document box.
- RG 156—PECUSA.* General Convention. Registrar's records: Consecrations and Translations documentation. 1 records box and 2 document boxes.
- RG 157—PECUSA.* Executive Council. Minutes of the Executive Council, February 1979-February 1984. 1 roll of microfilm.
- RG 158—*Private papers of Elizabeth Gordon Griffin (1890-1968) 1942-1945. 1 document box.
- RG 159—PECUSA.* Executive Council. Episcopal Commission for Black Ministries and Coordinator for Black Ministries, 1974-1977 (1946-1977). 1 records box.
- RG 160—PECUSA.* Executive Council. Communications: Radio/Television. Audio-tapes of radio programs produced by the Radio/Television section of the Communications Office during the 1960's and 1970's. 260 audio-tapes.
- RG 161—PECUSA.* Executive (National) Council. Records of the Triennial Meetings of the Women of the Episcopal Church, 1943-1976. 3 records boxes.
- RG 162—PECUSA.* Executive (National) Council. Overseas Department. Division of Overseas Exchange Visitors, 1950-1969. 1 records box.
- RG 163—PECUSA.* Executive Council. National Commission for Hispanic Affairs and Hispanic Office, 1964-(1971-1976)-1976. 7 records boxes and 2 documents boxes.
- RG 164—PECUSA.* Presiding Bishop. Wates-Seabury Exchange Program 1955-(1959-1967)-1969. 1 records box.
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RG 166—Private papers of the Rt. Rev. Albert Ervine Swift (1913-), 1935-(1951)-1965. 1 document box.
RG 167—*PECUSA*. Presiding Bishop. Records on the Rt. Rev. James Albert Pike, 1964-1969. 1 records box.
RG 168—*PECUSA*. Presiding Bishop. Records 1957-(1968-1976)-1978. 2 records boxes.

IV. PROJECTS

A. Funded by the General Convention

Microfilming of the Archives of the General Convention

The General Convention provides limited funds to film its records as a security measure, and only a negative is made. This microfilm is stored in a bank vault in Austin. When all of the records on a roll of film are seventy-five years old, then the microfilm, with the approval of the Archives Board, may be deposited in other Archives.

The following records had been microfilmed:

Francis L. Hawks and General Convention collection of early Episcopal Church Manuscripts (25 reels)
Domestic and Foreign Missionary Society: Alaska Records, 1884-1952 (34 reels)

The following records were microfilmed in 1982-1984.

Domestic and Foreign Missionary Society: Liberia records, 1822-1952 (57 reels).
PECUSA. Executive (National) Council. Jurisdictional Relations/Experimental and Specialized Services/Christian Social Relations. Refugee records. 1950-(1960-70)-1974 (24 reels).

The Bishop of Alaska has requested that an exception be made to the 75-years rule for deposit of microfilm in another repository and that the Alaska records, 1884-1952, be deposited in the Archives of the University of Alaska, Fairbanks. The Board approved this through the following resolution:

“Whereas, the Bishop of Alaska has requested that because of the approaching centennial of the Episcopal Church in Alaska the Archives of the Episcopal Church make an exception to the 75 years policy for depositing microfilm of archives in other repositories; and

Whereas, the Archivist of the University of Alaska, Fairbanks has agreed to receive the 34 reels of microfilm on permanent loan and further agreed to follow the access policies of the Archives of the Episcopal Church in making them available to researchers; and

Whereas, the Bishop of the Diocese of Alaska has agreed to pay the cost of providing 34 positives from the existing negatives; therefore be it

Resolved, That the Board of the Archives make an exception for the Diocese of Alaska to the 75 years policy for depositing microfilm in other repositories and deposit positives of the 34 reels of Domestic and Foreign Missionary Society: Alaska records, 1884-1952, in the Archives of the University of Alaska, Fairbanks.”

It is understood that the film is to be used in the Search Room of the Archives of the University of Alaska, Fairbanks, not to be reproduced (except for printouts for researchers) and not to be loaned through Interlibrary Loan. It is further understood that the access policies of the Archives of the Episcopal Church will be followed by the Archives of the University of Alaska, Fairbanks in making this film available to researchers.

In December, 1982, 25 reels of positive microfilm of the Francis L. Hawks and General Convention collection of early Episcopal Church manuscripts were deposited in the New York Historical Society, New York City. The Rev. John Andrews and St. Thomas Church, New York City, generously provided funds for the positives. The originals of this film were in the custody of the New York Historical Society before the present Archives of the Episcopal Church was established.

Records management

The program of inventorying current records in the offices of the Executive Council continues. At the present time, some of these inventories are used by a consultant on filing systems who is working in some of the offices. Thus the records which should arrive in the Archives are likely to be appropriate for retention.

The inventory of records in the offices of the Diocese of West Texas with suggestions for retention of archival/historical records in a diocesan office continues to be sent to dioceses. The Archivist has met with representatives of the three dioceses of Tennessee. They are seeking to establish a central archival center for the three dioceses.

The Archivist was invited to consult with the archivist of the Society of St. Francis located on Long Island concerning the archives of the Community. A general inventory was made of the records and instructions on appraisal were provided.

In 1982 the Archivist inventoried the records of the Order of St. Helena to provide guidelines for retention of archival/historical records in Religious Communities. When this data is compiled it will be available to all Religious Communities in the Episcopal Church.

B. Not funded by the General Convention

1. Microfilming of the Archives of the Diocese of Panama was made possible by a grant from the Rev. Dr. Kenneth Cameron. The Archivist spent a week in Panama preparing the records for shipment to the Archives; the microfilming is almost completed. The Rt. Rev. Lemuel Shirley, retired Bishop of Panama, has visited the Archives and acted as a consultant in the arrangement of the records. These are largely the papers of the Rt. Rev. Reginald H. Gooden; he has also deposited his personal diaries in the Archives. In the fall of 1984 the Archives did approximately ten hours of Oral History interviews with Bishop Gooden.

2. The China Oral History Project, with a \$3,000 grant from the James and Vera Cushman Charitable Trust, continues to interview China missionaries of the Episcopal Church. \$1,500 was added to the funds from the Cameron grant and a second \$3,000 has been received from the Cushman Trust. The following persons have been interviewed:

Gilbert Baker	Helen Van Voast Pipe
Clara D. Bergamini	Katharine Putnam
Leslie L. Fairfield	John Roberts
Mary Fairfield	Lucy Roberts
Martha Wakefield Falcone	William Henry Scott
Dorothy Jenks Gilson	Margaret Sheets
Hazel Gosline	Alfred Starratt
Frances Roots Hadden	Anne Starratt
Virginia Huntington	Bishop A. Ervine Swift
Louise Magdalene, Sister	Elizabeth Ann Swift
Lucy Caritas, Sister	Eleanor Walker
Florence M. Nobes	Bishop Y. Y. Tsu
Claude L. Pickens, Jr.	Catharine W. Ward
Elizabeth Pickens	Paul Ward

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This project moves slowly because our interviewer and transcribers have other full-time positions.

3. The Archives purchased microfilm of a small collection of papers of the Rt. Rev. Samuel Seabury which have been deposited in the Scottish Register Office by the Scottish Episcopal Church.

4. The Archives has purchased a small Zenith computer with monies from the Friends of the Archives and Mrs. Floyd Tomkins. It is used largely for financial records, mailings, and in word processing.

Respectfully submitted

V. Nelle Bellamy, Ph.D.,
Archivist

ARCHIVES OF THE EPISCOPAL CHURCH

Financial Report

	1/82-12/82	1/83-12/83	1/84-12/84	Total
Income				
General Convention	\$ 83,950.00	\$ 97,500.00	\$103,850.00	\$285,300.00
Executive Council	15,000.00	16,500.00	17,500.00	49,000.00
Historical Society	5,100.00	5,100.00		10,200.00
Interest	617.09	337.54	454.61	1,409.24
Miscellaneous reimbursement	1,817.17	1,269.28	1,503.75	4,590.20
Bank adjustment	.02			.02
Gifts	8.30	45.00	12.71	66.01
	<u>\$106,492.58</u>	<u>\$120,751.82</u>	<u>\$123,321.07</u>	<u>\$350,565.47</u>
Expenses				
Salaries, FICA, Annuity,				
Insurance	\$ 80,237.07	\$ 90,428.96	\$ 99,142.69	\$269,808.72
Contributions	2,400.00	4,800.00	4,800.00	12,000.00
Telephone	2,028.73	2,571.04	2,199.54	6,799.31
Photo reproduction	628.35	344.10	362.55	1,335.00
Part time	198.00			198.00
Supplies	1,507.24	1,729.43	1,767.83	5,004.50
Acquisitions	298.95	341.66	514.75	1,155.36
Ins./maintenance insurance	1,448.00	959.81	1,078.00	3,485.81
Equipment	462.70	1,168.35	497.84	2,128.89
Postage	555.48	552.98	700.01	1,808.47
Travel/professional expenses	4,005.64	3,791.43	3,849.73	11,646.80
Adm. Asst. city travel	200.00	300.00	300.00	800.00
Audit	735.00	750.00	785.00	2,270.00
Legal	962.60	1,651.78		2,614.38
Security bank vault	395.00	585.50	650.00	1,630.50
Miscellaneous	225.65	424.25	427.88	1,077.78
General Convention travel	650.00			650.00
Reimbursement expenses	2,125.65	522.73	1,038.98	3,687.36
Bank adjustments	15.45	14.00	16.62	46.07
Annual Meeting	672.46	550.13	586.35	1,808.94
Microfilming	4,119.98	4,071.77	881.69	9,073.44
Records management	2,207.93	1,169.00	2,322.33	5,699.26
Management consultation	795.42	40.00		835.42
Contingencies		889.85	2,194.75	3,084.60
	<u>\$106,875.30</u>	<u>\$117,656.77</u>	<u>\$124,116.54</u>	<u>\$348,648.61</u>

Balance sheet (Archives)

		Total
Fund balance, as of January 1, 1982		\$ 12,014
Income, 1/1/82—12/31/82	\$ 106,493	
Expenses, 1/1/82—12/21/82	(106,875)	
Feasibility Study (balance)	<u>(3,709)</u>	
		<u>\$(4,091)</u>
Fund balance, as of January 1, 1983		\$ 7,923
Income, 1/1/83—12/31/83	\$ 120,752	
Expenses, 1/1/83—12/31/83	<u>(117,657)</u>	
		<u>\$ 3,095</u>
Fund balance, as of January 1, 1984		11,018
Income, 1/1/84—12/31/84	\$ 123,321	
Expenses, 1/1/84—12/31/84	<u>(124,116)</u>	
		<u>\$(795)</u>
Fund balance, as of January 1, 1985		<u><u>\$ 10,223</u></u>

FRIENDS OF THE ARCHIVES

Financial Report

	1/82—12/82	1/83—12/83	1/84—12/84	Total
Income				
Gifts	\$ 1,120.00	\$1,083.86	\$ 100.00	\$ 2,303.86
Interest	311.48	942.39	585.40	1,839.27
Cameron Special Projects Fund	10,000.00			10,000.00
Reimbursement expenses			120.84	120.84
	<u>\$11,431.48</u>	<u>\$2,026.25</u>	<u>\$ 806.24</u>	<u>\$14,263.97</u>
Expenses				
Computer and software	-0-	\$4,124.85	\$	\$ 4,124.85
Austin micrographics		559.50	2,375.79	2,935.29
Shipping cost		592.00		592.00
China oral history		1,500.00		1,500.00
Travel		350.00	755.00	1,105.00
Bank adjustment		37.52	57.11	94.63
Equipment			630.61	630.61
Annual meeting			894.00	894.00
Bishop Gooden project			838.19	838.19
Transfer of Cameron Funds into separate account			4,200.47	4,200.47
Transfer of Friends balance into savings			<u>300.00</u>	<u>300.00</u>
	<u>-0-</u>	<u>\$7,163.87</u>	<u>\$10,051.17</u>	<u>\$17,215.04</u>

Balance sheet

		Total
Fund balance, as of January 1, 1982		\$ 2,951
Income, 1/1/82—12/31/82	\$ 11,431	
Expenses, 1/1/82—12/31/82	<u>-0-</u>	
		<u>\$ 11,431</u>

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Fund balance, as of January 1, 1983		\$14,382
Income, 1/1/83—12/31/83	\$ 2,026	
Expenses, 1/1/83—12/31/83	<u>(7,163)</u>	
		<u>\$(5,137)</u>
Fund balance, as of January 1, 1984		\$ 9,245
Income, 1/1/84—12/31/84	\$ 806	
Expenses, 1/1/84—12/31/84	<u>(10,051)</u>	
		<u>\$(9,245)</u>
Fund balance, as of January 1, 1985		<u>-0-</u>

PROPOSED BUDGET, 1986-1988

Funds requested for the operating budget of the Archives:

	1986	1987	1988	Total
Salaries and benefits:				
Archivist	\$ 35,750	\$ 39,325	\$ 43,257	\$118,332
Librarian	21,627	23,789	26,167	71,583
Historian	19,698	21,667	23,835	65,200
Asst. for Administration	19,423	21,365	23,501	64,289
Social Security	6,803	7,483	8,232	22,518
Archivist retirement	8,320	8,749	9,221	26,290
Staff retirement	7,304	8,024	8,820	24,148
Health/life Insurance	7,130	8,200	9,430	24,760
Disability	1,300	1,300	1,300	3,900
	<u>\$127,355</u>	<u>\$139,902</u>	<u>\$153,763</u>	<u>\$421,020</u>
Operating:				
Contribution-Seminary	\$ 5,100	\$ 5,400	\$ 5,700	\$ 16,200
Phone	2,750	2,850	2,850	8,450
Photo reproduction	350	350	350	1,050
Supplies	2,000	2,000	2,000	6,000
Acquisitions	500	500	500	1,500
Equipment*	3,000	1,000	1,000	5,000
Insurance maintenance/service contracts	1,600	1,600	1,600	4,800
Postage	900	900	900	2,700
Travel/professional expense	6,000	6,000	6,000	18,000
Intercity travel	420	480	540	1,440
Audit	1,000	1,000	1,000	3,000
Legal	500	500	500	1,500
Bank vault	800	800	800	2,400
Miscellaneous	400	400	400	1,200
Reimbursement expenses				
Contingencies	1,000	1,000	1,000	3,000
	<u>\$ 26,320</u>	<u>\$ 24,780</u>	<u>\$ 25,140</u>	<u>\$ 76,240</u>
Microfilming	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Records management	2,500	2,500	2,500	7,500
	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>\$ 22,500</u>
Total	<u>\$161,175</u>	<u>\$172,182</u>	<u>\$186,403</u>	<u>\$519,760</u>

*New Xerox machine for Archives

Resolution #A—73

Resolved, the House of _____ concurring, That there be appropriated from the Assessment Budget of the General Convention the sum of \$519,760 for the triennium 1986-1988 for the expenses of the Archives of the Episcopal Church.

Funds requested for annual meetings of the Board:

1986—\$ 7,020
1987— 7,470
1988— 7,920
Total—\$22,410

The sum of \$22,410 to be appropriated during the triennium is for an annual meeting each year of the Board of the Archives consisting of nine members. Figures are based on the following:

1986—airfare (\$550 per person)
 hotel (\$230 per person)
1987—airfare (\$600 per person)
 hotel (\$230 per person)
1988—airfare (\$650 per person)
 hotel (\$230 per person)

Resolution #A—74

Resolved, the House of _____ concurring, That there be appropriated from the Assessment Budget of the General Convention the sum of \$22,410 for the expenses of the annual meetings of the Board of the Archives.

Resolution #A—75

The Board of the Historical Society submits to General Convention the following resolution and a proposed Canon for the Archives of the Episcopal Church:

Whereas, for twenty-five years the Archives of the Episcopal Church has been housed in 8,000 square feet of space provided in the Library of the Episcopal Theological Seminary of the Southwest in Austin, Texas; and

Whereas, the location of the Archives in an academic setting is more salutary; and

Whereas, the Trustees of that Seminary in their development plans are providing the present Library building (approximately 16,000 square feet) for the use and growth of the Archives; and

Whereas, this additional space will meet the needs of the Archives for the foreseeable future; therefore be it

Resolved, the House of _____ concurring, That the General Convention approve the permanent housing of the Archives of the Episcopal Church at the Seminary of the Southwest.

Resolution #A—76

Archives of the Episcopal Church

Resolved, the House of _____ concurring, That the following Canon on the Archives of the Episcopal Church be adopted:

Of the Archives of the Episcopal Church

Sec. 1. There shall be an Archives of the Episcopal Church, the purpose of which shall be to preserve by safekeeping, to arrange and to make available the records of the General Convention and of the Executive Council, and other important records and memorabilia of the life and work of the Church, so as to further the historical dimension of the mission of the Church.

Sec. 2 (a). There shall be a Board of the Archives which shall consist of the Archivist (ex officio, with vote) and nine (9) appointed persons, three (3) of whom shall be Bishops and six (6) shall be Clerical or Lay Members. All appointed Members of the Board shall serve terms beginning with the close of the General Convention at which their appointments are confirmed and ending with the close of the second regular Convention thereafter.

(b). Members shall serve rotating terms for the purpose of continuity on the Board. In the first instance following the adoption of these provisions, one of the Bishops and one half of the Clerical and Lay Appointees shall have terms expiring after the next regular meeting of the General Convention as determined by lot.

(c). Bishops shall be appointed by the Presiding Bishop, and other Clerical and all Lay Members shall be appointed by the President of the House of Deputies, all subject to the confirmation of General Convention. Consideration shall be given to assure that membership includes persons who possess knowledge either of history or archival administration, or are persons skilled in disciplines pertinent to the resolutions of the concerns of the Archives. Positions of Members of the Board which become vacant prior to the normal expiration of such Members' terms shall be filled by appointment by the Presiding Bishop or by the President of the House of Deputies, as appropriate. Such appointments shall be for the remaining unexpired portion of such Members' terms, and if a regular meeting of the General Convention intervenes, appointments for terms extending beyond such meeting shall be subject to confirmation of the General Convention. Because of the special skills and knowledge needed by this Board, a Member shall be eligible for appointment for two successive terms, after which the Member may not be reappointed prior to the next meeting of the General Convention following the meeting at the close of which his second successive term expired. Members appointed to fill vacancies in unexpired terms shall not thereby be disqualified from appointment to two full terms immediately thereafter.

(d). The Board of the Archives shall have the duty to set policy for the Archives, to elect the Archivist of the Episcopal Church, and to set forth the terms and conditions with regard to the work of the Archivist.

(e). The Board of the Archives shall meet annually, or more often as required.

(f). The Board of the Archives shall elect its own officers and have the power to create committees necessary for the carrying on of its work.

(g). The Board of the Archives shall adopt procedures consistent with the Constitution and Canons of the Episcopal Church for its organization and functioning.

(h). The Board of the Archives shall report to the General Convention, and the Executive Council, through the office of the Executive Officer of the General Convention, and to the Church.

Sec. 3. There shall be an Archivist of the Episcopal Church whose duty shall be to manage the Archives of the Church at the direction of the Board.

Sec. 4. The expenses of the Archives of the Episcopal Church shall be shared by the General Convention and the Executive Council.

Respectfully submitted,

Scott Field Bailey, *President*,
Board of the Historical Society, acting for the
Board of the Archives